

# Diploma in Islamic Banking and Finance (AF101)

## Academic Session July Volume 1 (Issue 5)



## **ABOUT KPTM**

Kolej Poly-Tech Mara (KPTM) is a private higher educational institution wholly owned by Majlis Amanah Rakyat (MARA). KPTM offers a wide range of educational opportunities in the field of information technology, computer Sciences, accounting, business management, engineering and health sciences.

## **VISION**

To become an institution that provide high quality education to produce credible human capital.

## **MISSION**

Leading academic and personality excellence towards the optimum individual potential.

## **SHARED VALUE**

Trustworthy | Synergistic | Caring

## **SLOGAN**

Developing Potential, Driving Achievement

## TABLE OF CONTENT

1. Message From the Chief Executive Officer	3
2. Message From the Dean, Faculty of Business Management	4
3. Programme Brief	5
4. Programme Information	6
5. Academic Planner	10
6. Academic Regulations	11
7. Programme Structure	12
8. Course Information	19
9. Study Path	29

## **MESSAGE FROM THE CHIEF EXECUTIVE OFFICER**

Welcome to KPTM. I believe a college is a place for you to gain knowledge and skills that you will use for the rest of your life. Here at KPTM, we are committed in creating the right environment and culture for learning.

Developing the right culture is essential to create an environment that is conducive for learning. Faculty members and students as well as the college staff work together to build such environment. We provide learning opportunities through problem-based learning (PBL) that requires students to search for solutions and answers through discussions with the lecturers. This is unlike the conventional teaching where lecturers supply all inputs to the students.

KPTM is proud of its long years of academic pursuit. During these years we have engaged ourselves with students from all walks of lives, turning them from immature youngsters to well-rounded individuals ready to take on the world. We will do our best to develop and mould you towards having towering personalities.

As an educator, my professional roadmap has always directed me to work from a place of high standards, high expectations, and excellence. The KPTM team is dedicated to the same standards for our students. We strive to always motivate our students to achieve high academic achievement by providing outreach, academic support, and a climate that encourages self-empowerment. As a result, we reinforce successful enrolment, retention, academic success, and graduation of students from diverse backgrounds.

I graciously welcome you as higher education aspirants and look forward to the creation of new ventures and exemplary works from all of you.

Wishing you all the best!

Sincerely,

**CHIEF EXECUTIVE OFFICER**  
**Kolej Poly-Tech MARA**

**Trustworthy | Synergistic | Caring**

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## **MESSAGE FROM DEAN, FACULTY OF BUSINESS MANAGEMENT**

Dear Students,

This programme handbook has been prepared for your general information and guidance as students of Diploma in Banking and Finance, to familiarize you with the programme structure and information related to the programme throughout your 2 years 4 month study at the college. It is important that you read through and understand the contents of this handbook as a source of reference.

Hopefully this programme handbook will enable you to understand and adapt yourself academically and socially as a college student. We are confident that you will be duly rewarded with a brighter future when you register with us provided that you have the right attitude and commitment towards your studies.

Make full use your time here, not only to find your passion and achieve your potentials, but also to develop skills that will see you through beyond college life.

I hope you will enjoy the course and experience a productive relationship with your lecturers as well as the support staff at KPTM.

**DEAN**  
**Faculty of Business Management**  
**Kolej Poly-Tech MARA**

**Trustworthy | Synergistic | Caring**

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## **PROGRAMME BRIEF**

The Diploma in Banking and Finance is a homegrown programme specifically designed to deliver a suitable level of theoretical and practical understanding in Islamic Banking and Finance that is useful in contribution to the development of domestic Islamic financial. Islamic finance is regarded as an alternative to the conventional economic and financial system and has developed into a global phenomenon.

This programme consists of various structures and covers different aspects such as Muamalat, Islamic Economics, Islamic Financial, Takaful, Management and Accounting in Islamic perspectives.

At the end of the programme, graduates should be able to demonstrate specific skills in areas related to Islamic Finance and Banking practices as well as apply their knowledge and skills to solve problems and make decisions.

This programme is suitable for those who are interested in working with the government and private sector as the students are provided with learning and curriculum that can qualify profession in finance and Islamic banking, entrepreneur and others.

Graduates can also further their study at degree level in local higher institutions in specific field such as Islamic finance, administration, management or other professional qualifications.

## PROGRAMME INFORMATION

1. **Programme Title** : Diploma in Islamic Banking and Finance
2. **Programme Code** : AF101
3. **Duration** : 2 Years 4 Months
4. **Total Credit Hours** : **94**
5. **Medium of Instruction** : Bahasa Malaysia and English
6. **Entry Requirements** :

KPTM Kota Bharu   KPTM Bangi	
<b>ENTRY REQUIREMENT</b>	
i.	Possesses a SPM with at least THREE credits and a pass in Mathematics or its equivalent; OR
ii.	A pass in Skill Certificate at Level 3 (Sijil Kemahiran Malaysia, SKM) in related fields and possesses a SPM with a minimum of 1 credit; OR
iii.	A recognised Certificate (Level 3, MQF) or equivalent in MIF or related fields; OR
iv.	A pass in Sijil Tinggi Persekolahan Malaysia (STPM)/ Sijil Tinggi Agama Malaysia (STAM) or its equivalent; OR
v.	Other relevant equivalent qualifications recognised by Malaysian Government. AND
vi.	A Pass in the Arabic language at SPM level or equivalent (for Muamalat programme).
Note:	
i.	The pass in Mathematics at SPM level for candidate (i) can be waived should the qualification contains Mathematics with equivalent/ higher achievement.

- ii. Candidate for Muamalat programme without a pass in Arabic language at SPM level or equivalent, is required to undergo Arabic language enhancement course at the beginning of the programme.
- iii. The Arabic language enhancement course is also applicable to candidate in Islamic Economics, Islamic Finance and Muamalat Administration except to candidate with a pass in Arabic language at SPM level or equivalent/ higher.
- iv. Students must pass the Arabic enhancement course as a prerequisite to related core courses. However, this still allows students to take both core and non-core courses that do not require Arabic language enhancement course.
- v. Credit for Arabic language enhancement course is additional to the programme and can be considered for the graduating credit.

## **7. Programme Description:**

This programme consists of various structures and covers different aspects such as Muamalat, Islamic Economics, Islamic Financial, Takaful, Management and Accounting in Islamic perspectives.

At the end of the programme, graduates should be able to demonstrate specific skills in areas related to Islamic Finance and Banking practices as well as apply their knowledge and skills to solve problems and make decisions.

This programme is suitable for those who are interested in working with the government and private sector as the students are provided with learning and curriculum that can qualify profession in finance and Islamic banking, entrepreneur and others.

Graduates can also further their study at degree level in local higher institutions in specific field such as Islamic finance, administration, management or other professional qualifications.



## **8. Programme Objectives:**

The program educational objectives are for the graduates to:

PEO1: Knowledgeable and competence in basic Shariah principles and various aspects of Islamic Banking and Finance. (LO1)

PEO2: Apply Islamic Finance principles, professional ethics and Islamic values. (LO2, LO3, LO4)

PEO3: Be effective workers in Islamic Financial industry. (LO5, LO6)

PEO4: Pursue study in related disciplines and aspire continuous improvement in career and life through life-long learning. (LO7, LO8)

## **9. Career Opportunities:**

Based on the objectives of the course of study, students are provided with learning and curriculum that are exposed to sufficient theories and skills for students that can meet the profession's requirements in Islamic Banking and Finance.

The program also comes with additional courses based on management, accounting and human resources within the organization to equip students' knowledge and skills. In addition to forming skilled students from all walks of life, students can continue their studies at the relevant Bachelor Degree level at KPTM or any other institution of higher learning.

**10. Programme Outcomes:**

Upon the completion of the programme, graduates should be able to:

- PO1: Demonstrate competent knowledge and skills of the underlying Shariah concepts and principles of Islamic finance.
- PO2: Apply conceptual, human and technical skills related to Islamic banking and finance practices.
- PO3: Perform social obligations through community services.
- PO4: Demonstrate professional ethics, social responsibilities and Islamic values.
- PO5: Demonstrate communication, teamwork and leadership skills with peers clients, superiors and society at large.
- PO6: Solve problems and assist in decision making.
- PO7: Engage in life-long learning and information management.
- PO8: Demonstrate effective managerial and entrepreneurial skills.

**11. Awarding Body:** Kolej Poly-Tech MARA

## ACADEMIC PLANNER

ACTIVITY	ACADEMIC SESSION		
	April (day/week)	July (day/week)	November (day/week)
Registration (New Students)	Day 1	Day 1	Day 1
Induction	Day 2 - 4	Day 2 – 4	Day 2 - 4
Registration (Returning Students)	Day 3	Day 3	Day 3
Lectures and Add/Drop Session	Week 1 - 2	Week 1 - 2	Week 1 - 2
Lectures	Week 1 - 7	Week 1 - 14	Week 1 - 14
Revision Week	1 week	1 week	1 week
Final Examination	1 week	2 weeks	2 weeks
Semester Break	4 weeks	3 weeks	2 weeks

Note: Actual calendar will be distributed during registration.

### The Academic Calendar for KPTM has the following features:

- A 7 weeks instruction for short semester (April) and 14 weeks for long semester (July and November) conducted in the academic year.
- A 7 days final examination period for short semester (April session) and 14 days for long semester (July and November), with 1 'revision week' for examination preparations.
- Class replacement will be done in cases where public holidays disrupt the teaching and learning activities.
- The College reserves the right to make any changes to the academic calendar when necessary. Students are advised to be aware for announcements regarding changes at all times.

## ACADEMIC REGULATIONS

- All KPTM students are subjected to the Academic Rules and Regulations as outlined in the **Buku Peraturan Akademik Kolej Poly-Tech MARA 2022**. A copy of this booklet will be given to every student upon registration.

## PROGRAMME STRUCTURE

Programme Structure – DIPLOMA IN ISLAMIC BANKING AND FINANCE (AF101)									
NO	COURSE	COURSE NAME	COURSE STATUS	CREDIT	SLT		PRE REQ	ASSESSMENT	
					FACE TO FACE	TOTAL SLT		CONTINUOUS	FINAL
<b>SEMESTER 1 (YEAR 1)</b>									
1	MPU2183/ MPU2133	Penghayatan Etika dan Peradaban/ Bahasa Melayu Komunikasi 1	Compulsory	3	42 42	120 120	NONE NONE	100 70	0 30
2	HFA1053	Bahasa Arab Untuk Muamalat	Disipline Core	3	42	120	NONE	100	0
3	HPE1043	Proficiency English	Common Core	3	42	120	NONE	60	40
4	MIF1013	Teologi Islam	Disipline Core	3	42	120	NONE	60	40
5	PIF1013	Asas Kewangan Islam	Disipline Core	3	42	120	NONE	60	40
6	PIB1013	Islamic Banking Product & Service	Discipline Core	3	42	120	NONE	60	40
<b>TOTAL</b>				<b>18</b>					

Programme Structure – DIPLOMA IN ISLAMIC BANKING AND FINANCE (AF101)									
NO	COURSE	COURSE NAME	COURSE STATUS	CREDIT	SLT		PRE REQ	ASSESSMENT	
					FACE TO FACE	TOTAL SLT		CONTINUOUS	FINAL
<b>SEMESTER 2 (YEAR 1)</b>									
1	MPU2213 MPU2223/ MPU2233/ MPU2243/ MPU2253/ MPU2263/	**Bahasa Kebangsaan A Study Skills/ Pengucapan Awam/ Human Communication/ Kemahiran Menulis/ Asas Keusahawanan 1	Compulsory	3	42	127	NONE	70	30
					42	120	NONE	70	30
					42	120	NONE	60	40
					42	120	NONE	60	40
					42	126	NONE	60	40
					42	122	NONE	100	0
2	PMK1213	Fundamentals of Marketing	Discipline Core	3	42	120	NONE	60	40
3	MIF1023	Usul Fiqh	Discipline Core	3	42	120	NONE	60	40
4	PIF1023	Introduction to Islamic Economics	Discipline Core	3	42	120	NONE	60	40
5	PIB2023	Islamic Banking Operation	Discipline Core	3	42	120	PIB1013	60	40
6	TTS2233	Information Technology Skill & Application	Common Core	3	50	126	NONE	60	40
<b>TOTAL</b>				<b>18</b>					

\*\*MPU2213 is COMPULSORY to students who did not obtain a credit in Bahasa Melayu at SPM level. Students who obtained a credit in Bahasa Melayu (SPM) are exempted from this course

Programme Structure – DIPLOMA IN ISLAMIC BANKING AND FINANCE (AF101)									
NO	COURSE	COURSE NAME	COURSE STATUS	CREDIT	SLT		PRE REQ	ASSESSMENT	
					FACE TO FACE	TOTAL SLT		CONTINUOUS	FINAL
<b>SEMESTER 3 (YEAR 1)</b>									
1	MPU2313/ MPU2343/ MPU2353	Pengajian Islam/ Pembangunan Pemuda/ Integriti dan Antirasuah	Compulsory	3	43 43 42	120 120 120	NONE	70 100 100	30 0 0
2	PMG1123	Fundamentals of Management	Common Core	3	42	120	NONE	60	40
3	MIF2013	Qawaid Fiqhiyyah	Discipline Core	3	42	120	NONE	60	40
<b>Total</b>				<b>9</b>					

Programme Structure – DIPLOMA IN ISLAMIC BANKING AND FINANCE (AF101)									
NO	COURSE	COURSE NAME	COURSE STATUS	CREDIT	SLT		PRE REQ	ASSESSMENT	
					FACE TO FACE	TOTAL SLT		CONTINUOUS	FINAL
<b>SEMESTER 1 (YEAR 2)</b>									
1	PIF2023	Islamic Financial Planning	*Discipline Core	3	42	120	NONE	60	40
2	PAC1143	Foundation in Financial Accounting	Discipline Core	3	50	132	NONE	60	40
3	TBM1063	Business Mathematics	Common Core	3	43	131	NONE	60	40
4	MIF2023	Fiqh Muamalat	Discipline Core	3	42	120	MIF2013	60	40
5	MIF2033	Akhlak Islamiyyah	Discipline Core	3	42	120	NONE	60	40
6	PIF3013	Islamic Financial Management	Discipline Core	3	56	139	PIF1013	60	40
<b>TOTAL</b>				<b>18</b>					



Programme Structure – DIPLOMA IN ISLAMIC BANKING AND FINANCE (AF101)									
NO	COURSE	COURSE NAME	COURSE STATUS	CREDIT	SLT		PRE REQ	ASSESSMENT	
					FACE TO FACE	TOTAL SLT		CONTINUOUS	FINAL
<b>SEMESTER 2 (YEAR 2)</b>									
1	MPU2412/ MPU2422/ MPU2432	Khidmat Masyarakat 1/ Pengurusan Masjid/ Sports Event Management 1	Compulsory	2	28 28 28	80 80 80	NONE	100 100 100	0 0 0
2	PIF2013	Islamic Capital Market	*Discipline Core	3	42	120	PIF1013	60	40
3	PIB3013	Etika Perniagaan Islam	Discipline Core	3	42	120	NONE	60	40
4	PIB3023	Islamic Insurance & Takaful	Discipline Core	3	42	120	NONE	60	40
5	HPS2013	Basic Oratory	Common Core	3	52	120	NONE	100	0
<b>TOTAL</b>				<b>14</b>					

Programme Structure – DIPLOMA IN ISLAMIC BANKING AND FINANCE (AF101)									
NO	COURSE	COURSE NAME	COURSE STATUS	CREDIT	SLT		PRE REQ	ASSESSMENT	
					FACE TO FACE	TOTAL SLT		CONTINUOUS	FINAL
<b>SEMESTER 3 (YEAR 2)</b>									
1	PIF3023	Islamic Investment	Discipline Core	3	42	120	PIF3013	60	40
2	PIB3033	Regulation in Islamic Banking	Discipline Core	3	56	120	NONE	60	40
3	PEN2303	Digital Entrepreneurship	Common Core	3	42	120	NONE	100	0
<b>TOTAL</b>				<b>9</b>					

Programme Structure – DIPLOMA IN ISLAMIC BANKING AND FINANCE (AF101)									
NO	COURSE	COURSE NAME	COURSE STATUS	CREDIT	SLT		PRE REQ	ASSESSMENT	
					FACE TO FACE	TOTAL SLT		CONTINUOUS	FINAL
<b>SEMESTER 1 (YEAR 3)</b>									
1	PIF3018	Industrial Training	Industrial Training	8	2	340	Have taken and passed all courses in the previous semester as stated in the program structure	100	0
<b>TOTAL</b>				<b>8</b>					
<b>GRAND TOTAL</b>				<b>94</b>					

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## COURSE INFORMATION

### **MPU2183 PENGHAYATAN ETIKA DAN PERADABAN**

**Prerequisite : None**

Kursus ini mempersiapkan pelajar untuk menghayati etika dan peradaban yang wujud dalam masyarakat kepelbagaian etnik di Malaysia untuk memperteguhkan pemikiran kritikal dan analitikal mereka bagi menangani kehidupan yang lebih mencabar. Pengisian kursus ini memfokuskan kepada penghayatan etika dan peradaban dalam acuan Malaysia. Pelajar akan didedahkan dengan dinamika konsep etika dan peradaban yang menjadi kekuatan kepada pembentukan negara Malaysia berdasarkan susur masa evolusi sejarahnya dari era pra-kolonial sehingga ke pasca-kolonial. Kefahaman tentang pembentukan etika dan peradaban dalam masyarakat kepelbagaian dibincangkan bagi meningkatkan penghayatan etika dan peradaban ke arah pemantapan kesepaduan nasional dan bangsa Malaysia. Peradaban acuan Malaysia perlu dikupas serta diperdebatkan dalam aktiviti akademik berpandukan Perlembagaan Persekutuan sebagai tapak integrasi dan wahana etika dan peradaban. Pembinaan kesepaduan nasional amat dipengaruhi oleh globalisasi dan perkembangan teknologi maklumat dan komunikasi yang kompleks. Oleh kerana itu, penghayatan etika dan peradaban menzahirkan perilaku tanggungjawab sosial dan digerakkan pada peringkat individu, keluarga, komuniti, masyarakat, dan negara. Justeru, perubahan yang berlaku dalam masyarakat dan pembangunan langsung ekonomi telah membawa cabaran baru dalam mengukuhkan kelestarian etika dan peradaban di Malaysia. Amalan Pendidikan Berimpak Tinggi (HIEPs) dipraktikkan dalam pengajaran dan pembelajaran bagi mendalami kursus ini. (pengajaran & pembelajaran).

### **MPU 2133 BAHASA MELAYU KOMUNIKASI 1**

**Prerequisite: None**

Kursus ini melatih pelajar antarabangsa untuk berkomunikasi dalam Bahasa Melayu asas yang meliputi situasi kehidupan harian. Pelajar akan diperkenalkan dengan peraturan dan penulisan Bahasa melayu mudah. Pengajaran dan pembelajaran akan dilaksanakan dalam bentuk kuliah, tutorial, tugas dan pengalaman pembelajaran pelajar di dalam dan di luar kelas. Pada akhir kursus ini, pelajar diharap dapat berkomunikasi dan menulis karangan dengan menggunakan ayat mudah dengan berkesan.

### **HFA1053 BAHASA ARAB UNTUK MUAMALAT**

**Prerequisite: None**

Kursus ini akan mendedahkan kepada pelajar perkara-perkara asas dalam bahasa Arab seperti huruf-huruf *hijaiyyah*, tatabahasa dan empat kemahiran bahasa (mendengar, membaca, menulis dan bertutur). Kursus ini juga melatih pelajar melengkap dan membina ayat-ayat mudah dan dialog-dialog ringkas dalam Bahasa Arab berdasarkan situasi tertentu.

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**HPE 1043 PROFICIENCY ENGLISH**

**Prerequisite: None**

This course/module is to introduce the students with the major aspects of learning English skills such as speaking, listening, reading and writing with major emphasis on grammar on a basic level. The classroom activities are conducted in a manner that enables the incorporation of all skills. It is designed to expose the standard of English language usage in classrooms. This module also exposes students with appropriate conversation/ interaction skills which allow them to present ideas effectively in group discussion.

**MIF1013 TEOLOGI ISLAM**

**Prerequisite: None**

Kursus ini menerangkan kepada pelajar berkaitan konsep Teologi Islam serta aplikasinya di dalam kehidupan berdasarkan akidah tauhid yang sebenar. Pelajar juga akan dapat menerapkan konsep Teologi Islam dalam kehidupan yang sebenar.

**PIF 1013 ASAS KEWANGAN ISLAM**

**Prerequisite: None**

Kursus ini membincangkan asas kewangan Islam meliputi asas, prinsip, struktur kewangan Islam di Malaysia, kontrak asas dalam kewangan Islam dan institusi kewangan Islam di Malaysia. Subjek ini juga membincangkan kontrak yang ditawarkan di bank Islam dan Takaful serta pencapaian sistem perbankan dan takaful di Malaysia.

**PIB 1013 ISLAMIC BANKING PRODUCT & SERVICE**

**Prerequisite: None**

This course will discuss the structure and the banking system in Malaysia, the concept and theory, as well as the overview of banking services and functions. In particular, it covers the basic principles of banking transactions focusing on deposit and payment functions of banking. The course will also emphasize on payment system and funds transfer

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**YEAR 1  
SEMESTER 2**

**MPU 2213 BAHASA KEBANGSAAN A**

**Prerequisite: None**

Kursus ini menawarkan kemahiran berbahasa dari aspek mendengar, bertutur, membaca dan menulis sesuai dengan tahap intelek pelajar. Tujuan kursus ini adalah untuk meningkatkan kecekapan berbahasa dalam konteks rasmi dan tidak rasmi. Pengajaran dan pembelajaran akan dilaksanakan dalam bentuk kuliah, perbincangan, tugasan, aktiviti kebahasaan, lakonan, ujian dan peperiksaan. Pada akhir kursus ini, pelajar diharapkan dapat menguasai kemahiran berbahasa secara lisan dan tulisan.

**MPU 2223 STUDY SKILLS**

**Prerequisite: None**

Study Skills is designed to help students improve their study skills and develop their ability to use it. This subject is also geared to provide the students with the awareness on the knowledge and tools that the students need in order to build the skills for lifelong learning. In addition, it will guide the students in understanding what they can do to be more efficient and effective learner. The learning strategies taught in this course are meant to be used for learning tasks in class, work and in their personal lives.

**MPU 2233 PENGUCAPAN AWAM**

**Prerequisite: None**

Kursus ini menerangkan tentang aspek pengucapan awam yang merangkumi kemahiran penyampaian bahasa, penampilan diri, halangan dalam pengucapan awam dan etika berucap.

**MPU 2243 HUMAN COMMUNICATION**

**Prerequisite: None**

This course is offered to expose the students with the types of human communication, how it occurs, the skills in interpersonal communication and communication in a small group as well as in the organization. Students also will learn the basic of managing conflicts in the organization and group.

**MPU2253 KEMAHIRAN MENULIS**

**Prerequisite : None**

Kursus ini ditawarkan kepada pelajar sebagai subjek elektif. Secara umumnya kursus ini merangkumi pengenalan kepada penulisan, proses asas penulisan, jenis-jenis penulisan dan penulisan dalam laman blog.

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**MPU2263 ASAS KEUSAHAWANAN 1**

**Prerequisite : None**

Kursus ini bertujuan untuk memberi ilmu asas dan konsep keusahawanan kepada pelajar supaya dapat menimbulkan minat dan memupuk nilai untuk menceburi bidang keusahawanan sebagai salah satu pilihan kerjaya. Pengajaran dan pembelajaran dilaksanakan dalam bentuk perkongsian pengalaman keusahawanan, pembelajaran berasaskan kes, simulasi perniagaan dan pembentangan. Pada akhir kursus ini, pelajar diharapkan dapat membentuk minda keusahawanan dan mempamerkan kemahiran keusahawanan dalam aktiviti harian.

**PMK1213 FUNDAMENTALS OF MARKETING**

**Prerequisite: None**

This course provides an overview of marketing processes and marketing principles, and provides students with the opportunity to apply the key marketing concepts to practical business situations.

**MIF1023 USUL FIQH**

**Prerequisite: None**

Kursus ini membincangkan tentang konsep dan sejarah perkembangan ilmu Usul Fiqh. Turut dibincangkan empat bahagian utama berkaitan tentang hukum syarak dan sumber-sumber hukum di dalam menetapkan sesuatu hukum syarak. Selain itu, subjek ini juga membincangkan tentang kaedah pengambilan hukum daripada dalil-dalil syarak.

**PIF1023 INTRODUCTION TO ISLAMIC ECONOMICS**

**Prerequisite: None**

This course explains to the students about the concepts of the Islamic economics in real life situation. Besides that, this course also applies the principles Islamic finance based shari'ah law. Furthermore, student is able to demonstrate the concepts of the Islamic economics as compared to its conventional counterparts in Malaysia.

**PIB 2023 ISLAMIC BANKING OPERATION**

**Prerequisite: PIB 1013**

This course explains the theories and practices of the management of Islamic banking. In this course, students will be guided to explore the operations of Islamic banking. This course also emphasises on the rules and regulations that applicable in banking operation, the procedures of relating to the rights and responsibilities of banker and the customer. The student also will be exposed to the concept of risks and its implications to the banks.

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**TTS 2233 INFORMATION TECHNOLOGY SKILLS AND APPLICATION**

**Prerequisite: None**

This subject covers the use of personal computers in terms of their hardware and software in theory and its usage through hands on. The students will be exposed to the computer hardware, such as input output devices, system unit, secondary storage, communication media and its component, internet technologies and current issues in Information Technology. In the aspect of hands on, student will be exposed to the system and application software such as windows operating system, word processor, spreadsheet, presentation software, Internet web browser, search engine, email and messaging.

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**YEAR 1  
SEMESTER 3**

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**MPU 2313 PENGAJIAN ISLAM**

**Prerequisite: None**

Kursus ini disediakan untuk melahirkan warganegara yang faham taswwur (konsep) Islam sebagai satu cara hidup yang bersepadu dan seimbang serta berupaya menghadapi pelbagai masalah dan cabaran. Perbincangan berasaskan kepada konsep-konsep asas Islam, Islam sebagai cara hidup, institusi Islam dan cabaran semasa. Pengajaran dan pembelajaran akan dilaksanakan dalam bentuk kuliah, tugasan, peperiksaan, pengalaman pembelajaran atau pembelajaran berasaskan masalah.

**MPU 2343 PEMBANGUNAN PEMUDA**

**Prerequisite: None**

Kursus ini bertujuan melahirkan insan berakhlak mulia, menghayati nilai-nilai murni secara bersepadu dalam kehidupan, ciri-ciri belia negara dan aspek menyatupadukan masyarakat pelbagai kaum berdasarkan kepada nilai-nilai moral sejagat.

Terbahagi kepada 5 bahagian:

1. Konsep Pembangunan Belia
2. Asas Etika dan Nilai serta Kepentingan
3. Asas Etika dan Nilai Menurut Perspektif Pelbagai Agama
4. Ciri-ciri Belia Negara
5. Cabaran dan Masalah semasa Pembangunan Negara

Usaha ini selaras dengan falsafah Pendidikan Negara yang berhasrat melahirkan insan berilmu pengetahuan, berakhlak mulia, bertanggungjawab, membina jati diri belia berasaskan nilai-nilai murni dan berkeupayaan mencapai kebahagiaan diri serta memberi sumbangan berkesan kepada kesejahteraan masyarakat dan Negara.



### **MPU2353 INTEGRITI DAN ANTIRASUAH**

**Prerequisite: None**

Kursus ini merangkumi konsep asas rasuah termasuk nilai integriti, antirasuah, bentuk perlakuan rasuah, salah guna kuasa dalam aktiviti seharian dan organisasi serta kaedah pencegahan rasuah. Kes berkaitan rasuah juga dibincangkan. Kaedah pengajaran dan pembelajaran dilaksanakan dalam bentuk 'pembelajaran berdasarkan pengalaman' melalui aktiviti individu dan kumpulan. Pada akhir kursus ini, pelajar dapat memahami amalan integriti, konsep rasuah, antirasuah dan salah guna kuasa serta pencegahan rasuah dalam masyarakat dan organisasi.

### **PMG 1123 FUNDAMENTALS OF MANAGEMENT**

**Prerequisite: None**

This subject will introduce the four basic principles of management to the students. It also helps the students to understand work responsibilities of a manager in a typical organization. The four basic principles of management include planning, organizing, leading and controlling.

### **MIF 2013 QAWAID FIQHIYYAH**

**Prerequisite: None**

Subjek ini merupakan kursus teras yang perlu diambil oleh para pelajar untuk melengkapkan kursus Diploma Islamic Banking and Finance. Subjek ini merangkumi tiga bahagian iaitu :

A) Pengenalan kaedah fiqh

B) Jenis-jenis kaedah fiqh

C) Perbezaan pelbagai kaedah yang diguna pakai dalam pembentukan hukum

Selain itu, subjek ini memberi penekanan kepada pelajar mengenai kaedah fiqh yang sebenar dalam Islam sebagaimana yang diamalkan pada zaman permulaan Islam yang menjadi asas kepada amalan perniagaan Islam semasa.

## **YEAR 2 SEMESTER 1**

### **PIF 2023 ISLAMIC FINANCIAL PLANNING**

**Prerequisite: None**

The course provides students with basic knowledge in Islamic financial planning. In particular, the subject introduces shari'ah guidelines, industry and major components of Islamic financial planning.

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**PAC 1143 FOUNDATION IN FINANCIAL ACCOUNTING**

**Prerequisite: None**

This course introduces students to the basic knowledge of accounting in recording and completing accounting cycle and preparing financial statements manually and also by using accounting software; and the concepts use in appraising a company's financial performance.

**TBM 1063 BUSINESS MATHEMATICS**

**Prerequisite: None**

This course develops competency in common business calculations with an emphasis on solving word problems related to financial decision-making. Students learn to calculate ratio, percentages, variation, linear programming, trade and cash discounts, markups and markdowns, simple and compound interest also present and future value of annuities. Students perform calculations with the aid of a calculator to solve problems.

**MIF 2023 FIQH MUAMALAT**

**Prerequisite: MIF2013**

Kursus ini akan mendedahkan kepada para pelajar tentang konsep-konsep asas perniagaan atau jual beli dalam sistem perekonomian Islam. Para pelajar juga akan didedahkan perlaksanaan perniagaan Islam dalam pelbagai bidang seperti Etika dan akad urusaniaga, Khiyar, sewa-menyewa, gadaian, insuran, kewangan, pengurusan zakat, berkenanaan pengharaman riba dan lain-lain yang berkaitan dengan aktiviti perniagaan.

**MIF2033 AKHLAK ISLAMIIYAH**

**Prerequisite: None**

Subjek ini merangkumi Definisi Akhlak, kepentingan Akhlak, Kategori Akhlak, Istilahaat Bahasa Arab dalam Akhlak, Pembinaan dan pemantapan Akhlak, Isu-isu semasa Akhlak, Rasullulah s.a.w sebagai Qudwah Hasanah.

**PIF3013 ISLAMIC FINANCIAL MANAGEMENT**

**Prerequisite: PIF1013**

The course is an integration of Islamic and conventional finance. It focuses on the basic principles and techniques in making financial decision in both conventional and Islamic perspectives. It covers both the concept of financial management as well as the applications of financial techniques as tools for making decisions.

**YEAR 2  
SEMESTER 2**

**MPU2412 KHIDMAT MASYARAKAT 1**

**Prerequisite: None**

Kursus ini membincangkan konsep projek keterlibatan komuniti, penyediaan kertas cadangan dan ciri-ciri projek yang berkesan. Tujuan kursus ini ialah memberikan kefahaman dan penghayatan dalam melaksanakan projek ketelibatan komuniti. Pengajaran dan pembelajaran akan dilaksanakan dalam bentuk kuliah interaktif, diskusi kumpulan, pembelajaran berasaskan pengalaman melalui aktiviti kumpulan dan semangat sukarelawan. Pada akhir kursus ini, pelajar diharapkan dapat mengamalkan nilai dan etika, kepimpinan dan kerja berpasukan serta tanggungjawab sosial.

**MPU2422 PENGURUSAN MASJID**

**Prerequisite: None**

Kursus ini membincangkan konsep projek keterlibatan komuniti, penyediaan kertas cadangan dan ciri-ciri projek yang berkesan. Tujuan kursus ini ialah memberikan kefahaman dan penghayatan dalam melaksanakan projek ketelibatan komuniti. Pengajaran dan pembelajaran akan dilaksanakan dalam bentuk kuliah interaktif, diskusi kumpulan, pembelajaran berasaskan pengalaman melalui aktiviti kumpulan dan semangat sukarelawan. Pada akhir kursus ini, pelajar diharapkan dapat mengamalkan nilai dan etika, kepimpinan dan kerja berpasukan serta tanggungjawab sosial.

**MPU2432 SPORTS EVENT MANAGEMENT 1**

**Prerequisite: None**

Kursus ini membincangkan konsep projek keterlibatan komuniti, penyediaan kertas cadangan dan ciri-ciri projek yang berkesan. Tujuan kursus ini ialah memberikan kefahaman dan penghayatan dalam melaksanakan projek ketelibatan komuniti. Pengajaran dan pembelajaran akan dilaksanakan dalam bentuk kuliah interaktif, diskusi kumpulan, pembelajaran berasaskan pengalaman melalui aktiviti kumpulan dan semangat sukarelawan. Pada akhir kursus ini, pelajar diharapkan dapat mengamalkan nilai dan etika, kepimpinan dan kerja berpasukan serta tanggungjawab sosial.

**PIF 2013 ISLAMIC CAPITAL MARKET**

**Prerequisite: PIF1013**

This course for students doing the Islamic Finance and Banking. In this course, students will learn the development, structure and differences between conventional and Islamic capital market and various instruments.

**PIB3013 ETIKA PERNIAGAAN ISLAM**

**Prerequisite: None**

Subjek ini merangkumi empat bahagian iaitu;

- A) Nilai etika Islam yang positif dan negatif
- B) Matlamat perniagaan di dalam Islam
- C) Prinsip-prinsip etika perniagaan
- D) Halal dan haram dalam perniagaan Islam
- E) Isu-isu etika perniagaan

Selain itu, subjek ini memberi penerangan kepada pelajar mengenai pelaksanaan etika perniagaan di kalangan peniaga dan pengusaha, penjual dan pembeli dan peranan pihak kerajaan yang menyumbang kepada kepatuhan muamalat Islam.

**PIB3023 ISLAMIC INSURANCE & TAKAFUL**

**Prerequisite: None**

This course will introduce the concept and application of Insurance and Takaful. It covers significant topics related to insurance takaful such as the principal, functions and practical aspect. This subject also explores the rules of regulator and players in Takaful industry. Throughout the course students will be trained to become a financial officer

**HPS 2013 BASIC ORATORY**

**Prerequisite: None**

The course provides the overview of communication theory as well as incorporates extensive practical aspects of public speaking.

**YEAR 2  
SEMESTER 3**

**PIF3023 ISLAMIC INVESTMENT**

**Prerequisite: PIF3013**

This course is designed to assist candidates to develop a clear understanding of the key concepts of Investment and Shariah compliant Investment. Candidates are provided with key knowledge to understand the concepts of risk and return, and time value of money. Students will also be exposed to the structure of the Islamic capital market, shariah compliance review process on investment, direct and indirect investment products, investment and company analysis

**PIB3033 REGULATION IN ISLAMIC BANKING**

**Prerequisite: None**

This course is designed to enable students to understand the basic laws and regulations of the banking activities in Malaysia. The focus of the subjects is on the banking laws with special reference to Islamic banking transactions.

**PEN2303 DIGITAL ENTREPRENEURSHIP**

**Prerequisite: None**

This course examines the theory and practice of promoting online technologies in start-ups and existing firms. It explores successful frameworks, strategies, funding techniques, business models, risks, and barriers for introducing break-through products and services. Students will develop business folio for articulating, evaluating, refining, and pitching a new product or service offering, either as a start-up business plan or a new initiative at an existing firm.

**YEAR 3  
SEMESTER 1**

**PIF3018 Industrial Training**

**Prerequisite: Have taken and passed all courses in the previous semester as stated in the program structure**

This course is to expose students to the real working environment. Students will be placed in appropriate local industry or Government Corporation for 8 hours for 5 working days for 16 weeks in the final semester of their year of study. Students will be exposed to real life working environment relevant to their field of study. Students will have to present the task given during the industrial training to academic supervisor. A written report has to be submitted on week 17-18. Students will be supervised by appointed Academic staff and industrial supervisor.

## STUDY PATH

### LEARNING CHART COURSE IN DIPLOMA IN BANKING AND FINANCE (AF101)

Graduates are expected to possess the skills necessary to undertake a variety of banking and finance occupations in the private sector, public sector and non-profit organizations. Graduates also will have the knowledge and able to work in a variety of positions such as business, administration, finance, research, banking, entrepreneurship and others.

